



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
VIRGINIA BEACH, VIRGINIA 23460-5120

IN REPLY REFER TO:

NASOCEANAINST 12570.1B CH-1
10

15 Apr 98

NAS OCEANA INSTRUCTION 12570.1B CHANGE TRANSMITTAL 1

Subj: CIVILIAN TRAVEL

1. Purpose. To issue change one to subject instruction.

2. Action

a. Delete paragraph 3b.

b. Change paragraph 7.a. and 7.b. to read as follows:

7. Advances

a. Government Charge Card Holders. Navy policy requires government charge card holders to obtain cash advances via Automatic Teller Machines. However, Disbursing Officers may process travel advances for government charge card holders with prior notification if the government charge card is not accepted in the area the travel will be performed. The amount authorized is limited to 80 percent of the anticipated per diem, plus 100 percent of the out of pocket expenses (rental car, gasoline, taxis, etc.). Advances shall be paid via Electronic Fund Transfer (EFT) and are at the discretion of the Disbursing Officer.

b. Non-Card Holders. Navy policy requires military members and government employees to utilize the government charge card for official Temporary Duty Travel. Those who elect not to use the government charge card or have had the card revoked for non payment, inappropriate use, etc., may be advanced 100 per cent of the Meals and Incidental Expenses rate, plus other known cash transaction expenses (i.e., taxi fares, conference fees, etc.). This does not include transportation, lodging and rental car. The advance shall be paid via EFT, subject to approval by the Disbursing Officer.

3. Cancellation. Upon completion of action.


S. E. BENSON

Distribution:

NASOCEANAINST 5216.1R

List I (Case A)



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
VIRGINIA BEACH, VIRGINIA 23460-5120

NASOCEANAINST 12570.1B

10

13 MAR 1997

NAS OCEANA INSTRUCTION 12570.1B

Subj: CIVILIAN TRAVEL

Ref: (a) Joint Travel Regulations, Volume 2
(b) NAVCOMPT 032106
(c) OPNAVINST 4631.2C
(d) CNO Washington DC 172134Z Sep 96
(e) CNO Washington DC 302056Z Sep 96
(f) DFAS Center Cleveland OH 241700Z Sep 96

Encl: (1) Request for TDY Travel of Civilian Personnel
(2) BOQ and BEQ Request
(3) Reservation Request
(4) Sample Claim for Reimbursement for Expenditures on Official Business, Standard Form 1164 (SF-1164)

1. Purpose. To establish procedures for processing civilian temporary duty (TDY) and local travel per references (a) through (f).

2. Cancellation. NASOCEANAINST 12570.1A. Due to numerous changes, paragraph markings have been omitted.

3. Definitions

a. Blanket Travel Order. Issued to personnel who frequently travel away from their permanent duty station, within certain geographical limits, in performance of regularly assigned duties.

b. Frequent Travelers. Personnel who travel more than twice a year; these travelers are authorized American Express Government Travel Charge Cards for use in obtaining advance travel pay from Automated Teller Machines (ATMs) for Meals and Incidental Expenses (M&IE).

c. Group Travel. Travel of groups of personnel together; includes units traveling in support of combat missions, peacekeeping and disaster relief.

d. Temporary Duty (TDY) Travel. Temporary travel away from the Permanent Duty Station (PDS); authorized for mission support and performed when there is no other means to successfully complete the mission.

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4. Travel Requests

a. Departmental requests for funded TDY orders or travel authorization shall be submitted by the Department Head/Special Assistant to the TDY Coordinator utilizing enclosure (1); complete and submit to the TDY Coordinator at least 10 working days prior to the date travel is to commence. Emergency travel orders shall be processed on an individual basis.

b. Travel requests shall be submitted for work related travel and travel for training, reimbursable funded travel (funds provided to personnel from other Navy activities on NAVCOMPT Form 2275), direct cite, non-activity funded travel (direct cite from other activities) and no cost orders; if training is required complete and submit Request, Authorization, Agreement, Certification of Training and Reimbursement (DD Form 1556) with enclosure (1).

c. The TDY Coordinator shall determine whether the request is in compliance with references (a) and (b); information provided will be downloaded to the Automated Travel Order Writing System (ATOS) Plus program and an estimated cost computed and printed on the Request and Authorization for TDY of DoD Personnel (DD Form 1610). DD Form 1610 shall be forwarded to the Comptroller for approval and Commanding Officer, via the Executive Officer, for authorization; requesting signature on enclosure (1) will satisfy the signature requirement for the requesting official on DD Form 1610. Disapproved requests shall be returned to the requesting department.

5. Billeting

a. The Navy's Bachelor Quarters Central Reservation System (BCQRS) was implemented to book lodging for travelers including commercial hotel/motel. For personnel traveling via commercial air, rail or bus, requests for lodging shall be forwarded to the Commercial Transportation Office (CTO), Personnel Support Activity Detachment (PERSUPPDET) Dam Neck; complete enclosure (2) and fax to the CTO at 428-6381 or 433-6737. An itinerary will be provided to the traveler by the CTO. For further information, the traveler or department coordinator may call 422-1372 or 433-6968.

b. Travelers who attend a conference, symposium or training in a hotel and a block of rooms are reserved in the same hotel, shall inform the CTO, in order to negotiate lower rate rooms at the same hotel if the discount rate has not been applied.

c. If government quarters are available, reservations will be booked as appropriate and confirmation numbers provided electronically with the travelers' itinerary; if adequate government quarters are not available, a Certificate of Non-availability (CNA) number will be recorded on the travel itinerary.

d. When adequate government quarters are certified unavailable, the CTO will arrange for commercial lodging.

e. Personnel traveling via privately owned vehicle (POV) or organic air shall contact SATO travel at 1-800-576-9327 to obtain lodging.

f. The itinerary issued by the CTO is an official endorsement to the orders and shall be included when filing the travel claim.

5. Messing. Proportional per diem was implemented 1 October 1996. Even though the use of government mess is voluntary for DoD civilian employees, travelers are encouraged to utilize government mess when available in the TDY area. If DoD civilian personnel utilize government messing while on TDY, they must annotate on their travel claim which rate is appropriate for each day. Rates are: Government Meal Rate (GMR) - three meals obtained from a government mess; Proportional Meal Rate (PMR) - one or two meals obtained from a government mess; Locality Meal Rate (CMR) - three meals obtained from a commercial source. PMR applies when conference or registration fees include lunch and dinner.

6. Transportation

a. TDY travel shall be programmed to permit the use of government air and surface transportation, including prearranged airlifts, to the maximum extent. Requests for government air transportation shall be made per instructions contained in reference (c); orders will not be approved until government air has been requested. Forward a copy of the request with enclosure (1). If government air is unavailable, the need for travel will be reevaluated and if found to be essential, commercial air may be approved. Commercial air reservations shall be made, by the department, by completing and faxing enclosure (3) to the CTO at 428-6381 or 433-6737. Contract flights will be utilized.

b. Travel by privately-owned vehicle (POV) must be authorized on DD Form 1610 prior to the travel. Distances will

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be based on the Transportation and Travel Official Table of Distances (Navy Publication P-2471). Authorization for in and around mileage at the TDY location, if essential, must be authorized in the Remarks Section of DD Form 1610.

c. Rental cars shall not be authorized unless justification for their use is attached. Authorization must be obtained prior to commencing travel and if authorized, an economy car, which is considered large enough for four passengers, shall be used. Rental cars will be authorized on DD Form 1610, including the number of days authorized. Reservations for rental cars must be made through the CTO. Because the government is self-insured, travelers will not be reimbursed for optional collision insurance offered by the rental car company. If travelers are required by the rental car contract to return the rental car with a full fuel tank, fill the car's fuel tank before returning it and obtain a receipt for reimbursement, rather than allowing the rental car company to charge for gasoline.

7. Advances

a. Frequent Traveler. Advances shall be limited to estimated out-of-pocket expenses (100 percent of the M&IE, plus anticipated miscellaneous expenses for taxis, tolls, parking, etc.). It is expected that travelers will charge major travel expenses (i.e., hotel and rental cars) to the contractor-issued cards.

b. Non-Frequent Traveler. The maximum amount of travel advance is limited to 80 percent of the estimated travel allowance for lodging, M&IE, mileage and other expenses.

c. Effective 1 October 1996, DoD policy regulating cross disbursed travel payments was changed. Cross disbursements occur when a finance office assigned to one DoD component makes a payment which cites funds assigned to another DoD component. Accounting classification or vouchers identified in this category must be sent to the funding activity, or other appropriate travel computation office, associated with the holder of those funds. For instance, if funding for travel is provided by an Air Force activity, request for advance travel pay and liquidation of the travel claim must be submitted to the command that provided the funds or another finance activity that is under the cognizance of the Air Force. The TDY Coordinator will assist in the preparation of DD Form 1610. To alleviate problems in obtaining advance travel pay, travelers anticipating funding from other than Department of the Navy commands must request accounting

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data as soon as possible, to ensure a government travel charge card is obtained for the purpose of that particular travel. The command's Agency Program Coordinator (APC) and TDY Coordinator can assist in obtaining government sponsored travel charge cards for non-frequent travelers.

8. Actual Expense Allowance (AEA). When travel is anticipated to a place where expenses are greater than that allowed by the Joint Travel Regulations (JTR), every effort must be made to obtain lodging and meals that will meet the limitations of the JTR. If no alternative exists to utilizing more expensive lodging and meals, a request for authorization of AEA shall be submitted and approved by the Commanding Officer before travel commences.

9. Approving and Authorizing Authority

a. The Comptroller is the approving official of DD Form 1610.

b. The Executive Officer, by direction of the Commanding Officer, is the Order Authorizing Official of DD Form 1610.

10. Travel Claims

a. Travelers shall prepare and submit to the Administration Department's TEMADD Office, within five calendar days after completion of travel, a completed Travel Voucher or Subvoucher (DD Form 1351-2), original DD Form 1610 and original receipts and vouchers to liquidate travel orders. Failure to file within five calendar days may result in deduction of all travel advances received on the orders from the traveler's pay and denial of future advances for subsequent travel. Travelers granted annual leave immediately following official travel shall forward a copy of their signed leave slip to the TEMADD Office and request an extension of the submission date. Extensions will be granted only when requested in advance of official travel.

b. Travelers will receive original travel orders, related receipts, forms and computations upon liquidation of their travel orders.

c. Travelers overpaid on travel advances will be notified in writing by PERSUPPDET Oceana; return overpayments by check, made payable to "Disbursing Officer, PSD Oceana," or cash within 15 days of notification.

11. Local Area Travel

a. The local area encompasses Norfolk, Portsmouth, Little Creek, Dam Neck, Oceana and Fentress. Personnel may be required to travel between work stations and other points internal or external to NAS Oceana, in the performance of their duties or to attend training; government vehicles shall be used for this purpose. Reimbursement for local area travel by POV may be authorized by the Executive Officer via the Comptroller, prior to travel, only when it has been determined by the traveler's departmental transportation representative or the Base Civil Engineer Administrative Officer that the requirement is of a highly urgent nature and no government vehicle is available. Department Heads shall ensure maximum use of government vehicles for local area travel.

b. Reimbursement for local area travel shall be made on SF-1164 (Claim for Reimbursement for Expenditures on Official Business) (enclosure (4)). Local mileage will be reimbursed based on the miles from the traveler's residence to the alternate duty point, less the traveler's normal daily commuting mileage. Receipts are required for parking expense reimbursement.

12. Frequent Flyer/Airline Promotions. Only airline promotional items (i.e., pen, key chain, pencil) with a value less than five dollars may be accepted by the traveler when on official government travel orders. Seat upgrades, which do not involve mileage credits and are free to the traveler, may be accepted; upgrades based on mileage credit accumulated while on official government travel shall not be accepted.

13. Forms. DD Forms 1351-2, 1556 and SF-1164 are available through normal supply channels.


S. E. BENSON

Distribution:
NASOCEANAINST 5216.1Q
List I (Case A)

13 MAR 1997

Date: _____

From: _____ Department
To: TDY Coordinator

Subj: REQUEST FOR TDY TRAVEL OF CIVILIAN PERSONNEL

1. Traveler(s) Name(s) SSN Position Title/Grade/Rating

2. Frequent Traveler () Yes () No
3. Organizational Element _____
4. Phone Number _____ 5. Security Clearance _____
6. Purpose of TDY _____
- () MISSION ESSENTIAL () ESSENTIAL TRNG () SITE VISIT
7. Approx No. of Days _____ 8. Proceed O/A (Date) _____
8. Itinerary _____
9. Variation Authorized () Yes () No
10. Mode of Travel: () COMAIR () GOVAIR () GOVTRANS () POV
11. BOQ Confirmation No: _____ Cost of Lodging: \$ _____
12. Is a rental vehicle required? () Yes () No
If yes, check one: () Economy () Compact () Intermediate
() Full Size () Passenger Van
13. The funds for this travel are from () NASO () Reimbursable
() Non-Activity Funds (attach copy of correspondence from
the command that authorizes the funds) () No Cost.
14. If leave is to be taken prior to reporting for TDY or after
completion of TDY, provide the number of days: _____
Starting date: _____ Completion date: _____

Type or print name of
Department Head

(Signature)

Encl (1)

BOQ AND BEQ REQUEST

NAME: _____ DATE: _____
PLEASE PRINT OR TYPE

IN DATE: _____ OUT DATE: _____

BASE DIRECTED TO: _____
NAME AND LOCATION INCLUDING STATE

ATTENDING SCHOOL: YES ☐ NO ☐
SCHOOL NAME _____ SCHOOL ID _____

SOCIAL SECURITY NUMBER: _____ (MANDATORY)

RANK: _____ MALE ☐ FEMALE ☐

SPECIAL SERVICES:

ARRIVAL TIME: _____

NAME OF YOUR COMMAND: _____

NAME OF COMMAND SITE VISITING: _____

PURPOSE OF TRAVEL: _____

DUTY PHONE NUMBER: _____

TAD PHONE NUMBER: _____

WE WOULD BE HAPPY TO ASSIST YOU IN MAKING RESERVATIONS AT A HOTEL IN THE
EVENT THE BOQ/BEQ IS NOT AVAILABLE. PLEASE GIVE US MUCH INFORMATION AS
POSSIBLE ABOUT YOUR HOTEL NEEDS. INCLUDE PER DIEM RATE WHEN POSSIBLE.
WE WILL NEED A CREDIT CARD TO GUARANTEE THE HOTEL.

HOTEL INFORMATION: _____

REQUESTED BY: _____

PHONE: _____ EXT: _____ FAX: _____

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Reservation Request

Date: _____

Name: _____ ☐ Military ☐ Civilian

Command: _____

Control Number (For International Flight): _____

Credit Card Number (For Hotel Guarantee): _____

ITINERARY

Date	From	To	Approx. Time

Car Type ☐ economy ☐ compact ☐ midsize ☐ standard ☐ fullsize ☐ minivan

Seat Preference ☐ non-smoking ☐ smoking ☐ aisle ☐ window

Hotel ☐ yes / Preference: _____ ☐ no

Req. By: _____ Phone: _____ Ext: _____

